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STATE REPRESENTATIVE  
**SHAWN THIERRY**

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DISTRICT 146

**Executive Assistant/Office Manager**

**Location:** Houston, TX

**Position Availability:** Immediately

**Salary:** Negotiable Based Upon Experience

**ESSENTIAL JOB FUNCTIONS REQUIRED**

- Acts as liaison for the Member with the Member's personal office staff, committee staff, other Members and their staffs, and the public.
- May also serve as the Member's assistant with respect to all matters affecting the Member's performance of his or her official responsibilities.
- Logs and monitors the Member's incoming telephone calls, takes messages, and places outgoing calls for the Member.
- Maintains the Member's files, including notes, correspondence, and all information related to travel.
- Ensures that the Member is provided with briefing materials for various activities in which the Member participates.
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner.
- Ability to work cooperatively and courteously with others.
- Performs other duties as assigned.

**SKILLS AND KNOWLEDGE REQUIRED**

- Demonstrates strong written and oral communication skills. Must communicate with professionalism, clarity, and timeliness with the offices of other elected officials, constituents, and all who engage with the office.
- Strong planning and organizational skills.
- Thoroughness and attention to detail.
- Ability to work long hours and a flexible schedule. Must be able to meet deadlines in high pressure situations, both independently and in cooperation with others.
- Appreciates the importance of teamwork; establishes and maintains a cooperative and effective working relationship with staff.
- Preferred experience working at least one prior legislative session.
- Must comply with the Member's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities.

**TO APPLY**

Please submit a cover letter and resume via email to [Shawn.Thierry@house.texas.gov](mailto:Shawn.Thierry@house.texas.gov). Applications will be accepted until the position is filled. Please note, only applicants scheduled for an interview will be contacted.

*The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865*